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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 2 April 1956

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #13  
21-27 March 1956A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. The JOT Program has instituted the policy of addressing a memorandum of appreciation to the operational office upon the completion of a Trainee's attachment in regard to their efforts to provide him training and experience.

2. A bulletin board has been installed in the outer office in a position protected from non-cleared people, on which will be posted for the information of JOT's as well as members of the office the notices of general concern such as course offerings, none of which will be classified higher than Confidential. It is hoped that this will facilitate dissemination as well as reduce the amount of clerical work involved. An effective mechanism for posting and removing these notices each day has been developed. This is an experiment which, if successful, will be basis for an employee suggestion.

3. Meetings were held with the following officials on the subjects indicated:

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5. DC/JOTP gave an address at the Basic Management Course concerning the JOT Program.

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C. PERSONNEL NOTES

8. Eight candidates for the JOT Program were interviewed.

9. Of eighteen new files received, decisions were made to invite twelve candidates to Washington for testing, pre-employment medical examination and/or interview; two were put in suspense; two were rejected; and two are awaiting action in JOTP.

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